

**SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY**  
**EMPLOYMENT OPPORTUNITY**

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

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**OPEN COMPETITIVE**

**ON-CALL JUSTICE COURT ADMINISTRATIVE ASSISTANT**

**5 ASSIGNMENTS AVAILABLE**

**ASSIGNMENTS COULD BE AT ANY OF THE 23 MARICOPA COUNTY JUSTICE COURTS**

**RECRUITMENT DATES:** Monday, April 3, 2000 – OPEN UNTIL REGISTER IS ESTABLISHED

**SALARY:** \$8.26 - \$10.33 Per Hour

**QUALIFICATIONS:** A High School Diploma or G.E.D. Certificate and three years of advanced clerical or administrative experience. Education above the high school level may be used to substitute for up to two years of the experience requirement on a year for year basis.

**ESSENTIAL JOB TASKS:** Answers phones and associated questions; acts as office receptionist, greeting visitors to the office; uses and maintains office equipment, such as fax machine, computer, printer, copier; distributes mail; types and performs data entry functions using typewriter and PC; composes correspondence or general and/or court related matters; conducts or assists with special projects; may update records – computerized and manual files; may enter checks into computer system.

**SELECTION PROCEDURE:** Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

**FILING PROCESS:** Required County Application Form (3100-049) must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329 INTERNAL RECORDED JOB MESSAGE: 602-506-1306. Internet Address: [www.maricopa.gov](http://www.maricopa.gov)

**WHAT HAPPENS TO YOUR APPLICATION:** Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY  
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES  
AN EQUAL OPPORTUNITY EMPLOYER

**ANNOUNCEMENT NUMBER:** 105906 / KAC, 7B  
**RECRUITMENT ABBREVIATION CODE:** AA1-OC24

**DATE PUBLISHED:** Monday, July 24, 2000  
**Supersedes:** 105263

# SUPPLEMENTAL INFORMATION FORM

## ADMINISTRATIVE ASSISTANT I – ON-CALL

As stated on the Job Announcement, an on-call “pool” is being established to fill **temporary assignments** within the Justice Courts throughout Maricopa County. To assist us in referring your application to the correct location, please indicate your preference for referral to each of the following courts:

<u>Court Address</u>	<u>YES for this location</u>	<u>NO for this location</u>
BUCKEYE JUSTICE COURT, 100 N. Apache Road, Buckeye	_____	_____
CENTRAL JUSTICE COURT, 1 W. Madison, Phoenix	_____	_____
CHANDLER JUSTICE COURT, 2051 W. Warner Road, Chandler	_____	_____
EAST MESA JUSTICE COURT, 4811 E. Julep, Mesa	_____	_____
EAST PHOENIX #1 JUSTICE COURT, One W. Madison, Phoenix	_____	_____
EAST PHOENIX #2 JUSTICE COURT, 4109 N. 12 <sup>th</sup> St., Phoenix	_____	_____
GILA BEND JUSTICE COURT, 209 E. Pima Road, Gila Bend	_____	_____
GLENDALE JUSTICE COURT, 5222 W. Glendale Avenue, Glendale	_____	_____
MARYVALE JUSTICE COURT, 4622 W. Indian School, Phoenix	_____	_____
NORTHEAST PHX. JUSTICE COURT, 10255 N. 32 <sup>nd</sup> Street, Phoenix	_____	_____
NORTH MESA JUSTICE COURT, 1837 S. Mesa Drive, Mesa	_____	_____
NORTH VALLEY JUSTICE COURT, 5222 W. Glendale Avenue, Phoenix	_____	_____
NORTHWEST PHX. JUSTICE COURT, 11601 N. 19 <sup>th</sup> Avenue, Phoenix	_____	_____
PEORIA JUSTICE COURT, 7420 W. Cactus Road, Peoria	_____	_____
SCOTTSDALE JUSTICE COURT, 3700 N. 75 <sup>th</sup> Street, Scottsdale	_____	_____
SOUTH MESA JUSTICE COURT, 1837 S. Mesa Drive, Mesa	_____	_____
SOUTH PHOENIX JUSTICE COURT, 217 E. Olympic Dr., Phoenix	_____	_____
TEMPE EAST JUSTICE COURT, 1845 E. Broadway, Tempe	_____	_____
TEMPE WEST JUSTICE COURT, 1845 E. Broadway, Tempe	_____	_____
TOLLESON JUSTICE COURT, 9550 W. Van Buren, Tolleson	_____	_____
WEST MESA JUSTICE COURT, 2050 W. University, Mesa	_____	_____
WEST PHOENIX JUSTICE COURT, One West Madison St., Phoenix	_____	_____
WICKENBURG JUSTICE COURT, 155 N. Tenger Road, Wickenburg	_____	_____

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Applicant Signature

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Date